

**Official Record Copy**  
Office of Personnel

OP MEMORANDUM NO. 20-60-32

1 September 1982

OFFICE OF PERSONNEL MEMORANDUM

SUBJECT: Upgrading the Content of Official Personnel Folders

REFERENCES: (a) [REDACTED]  
(b) HHB 20-10, para 5a

RESCISSION: OPM 20-60-18 dated 7 September 1979

1. The purpose of this memorandum is to solicit the assistance of all Personnel Officers in achieving additional improvement in the contents of the Official Personnel Folders (OPFs). Inevitably errors occur in filing the large volume of material in OPFs. Some papers are included in the wrong folders and some folders contain unnecessary duplicate copies and papers of no real value. Many of these errors are corrected through periodic reviews of OPFs within the Office of Personnel.

2. The referent Headquarters Regulation and Headquarters Handbook control the addition and removal of material from OPFs. Personnel Officers should identify filing errors by stapling to the OPF a Form 4126, Notification of Filing Error, with an appropriate notation. Supplies of these cards are available from the OP Transactions and Records Branch [REDACTED]

[REDACTED]  
/ James N. Glerum  
Director of Personnel

OPM 21-82

ADMINISTRATIVE - INTERNAL USE ONLY